

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 102
JULY 11, 2012 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, July 11, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Devin Joslin, Donna Keeler, Phil Cohen, Melissa Gehrmann

Others Present: Elaine Marlow, Budget Director

Record @00:05

Roads

Subject/Description: CRP 96-06: Job No. 00055-0001; Frostad Road Improvement Project, Phase 2 Wetland Area Landscaping – Call for Bids

Attachment: Memorandum dated 6/26/12 from Pete Seybert to BOCC

Action Requested: Authorize resolution approving plans and specifications and authorizing Call for Bids for Frostad Road Improvement Project, Wetland Area Phase 2 Planting

Follow Up: Okay with full Board to move forward to the Board's July 23, 2012 agenda for signature.

Subject/Description: Local Agency Agreement Supplement Agreement No. 2 – County Road Safety Improvements Program

Attachment: Memorandum dated 6/26/12 from Devin Joslin to BOCC

Action Requested: Supplement obligates construction funds for contract installation of uninterruptable power supply (UPS) systems at three signalized intersections, together with contract modifications to the left-turn phasing at one signalized intersection; obligate construction funds for the purchase of delineators; Cost estimate: \$181,500.00 (federal funding).

Follow Up: Okay with full Board to move forward to the Board's July 23, 2012 agenda for signature.

Subject/Description: Surplus/Trade-in of Sewer Inspection Camera

Attachment: draft resolution

Action Requested: Approval of resolution in the matter of the surplus and trade in of county property; 2004 Aries sewer inspection camera.

Follow Up: Okay with full Board to move forward with resolution.

Subject/Description: Purchase/Upgrade to sewer inspection camera off Washington State Contract

Attachment: PO, State Contract & Quote

Action Requested: Approval of PO# 9568; Sold Waste Systems; Upgrade 1 ea TR 3000 to TR 3001; 1ea PE 2620 Camera \$18,219.00 (less trade-in allowance on old camera of \$2000.00); including freight & WSST \$22,254.15.

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Follow Up: Okay with full Board to move forward to a Monday agenda.

Surface Water

Subject/Description: Easements for JO No. 01028-0001 Harborview at Mardell

Attachment: Memorandum, 2 Temporary Construction Easements and 2 Permanent Drainage Easements

Action Requested: New stormwater outfall and drainage easement in Saratoga Beach Div No. 1 in lots 31 & 32. Temporary construction easements will grant the county necessary access to the property to install the drainage improvements. The permanent drainage easements will give the county access for maintenance upkeep of the system.

Follow Up: Okay with full Board to move forward to the Board's July 23, 2012 Monday agenda.

Subject/Description: CDP for JO No. 00458-0001- Harborview at Hardell

Attachment: Memorandum & CDP Initiation Resolution

Action Requested: Replace an existing 10" diameter conveyance and outfall, which serves as the stormwater drainage outfall for the local area with a new system constructed of 18" HDPE, sized for current and future stormwater demands, and properly tightlined to the bottom of the bluff; Total Appropriation \$71,500.00.

Follow Up: Okay with full Board to move forward to the Board's July 23, 2012 Monday agenda.

Subject/Description: CDP for JO # 00458-0001 Columbia Beach at Riviera

Attachment: Memorandum & CDP Initiation Resolution

Action Requested: Replace an existing 60" failing corrugated metal pipe under Columbia beach Drive with a 72" concrete box culvert; Total Appropriation \$78,000.00.

Follow Up: Okay with full Board to move forward to the Board's July 23, 2012 Monday agenda.

Subject/Description: Supplemental No. 1 On-Call Consultant Agreement; Trenchless Construction Agreement No. PW-0920100

Attachment: Memorandum, Supplemental Agreement No. 1

Action Requested: Contract extension of the existing on-call agreement with Staheli Trenchless Consultants, Inc. Completion date extended until July 31, 2015 to allow for consulting work to complete the work in progress for the Anderson Road at Orr Road project. Total contract amount will also be changed to \$49,000.00 to reflect funds expended on the contract and funds required to complete the Anderson Road at Orr project.

Follow Up: Okay with full Board to move forward to the Board's July 23, 2012 Monday agenda.

Public Works

Subject/Description: Parks – Iverson Preserve Spit – Parking Gates CIP Approval

Attachment: Memorandum dated 7/11/12 from Public Works to BOCC

Action Requested: Installation of two new gates at Iverson Preserve to direct the flow of traffic into a temporary parking area; Cost Estimate: \$1480.00 – capital improvement project using REET funds.

Follow Up: Okay with full Board.

Subject/Description: Parks – County Ordinance 9.40.320 (Firearms in Island County Park Areas)

Attachment: Memorandum dated 7/11/12 from Public Works to BOCC

Action Requested: Amend ICC 9.40.320 to align with state law. Commissioner Emerson drafted a resolution to address the changes that need to be made to the code to be consistent with state

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law. Commissioner Homola questioned the need for a resolution noting that she favored a simple correction to the code.

Follow Up: Bill will forward the draft resolution and complete packet of park code revisions to legal for review.

Subject/Description: Parks – Dissolution of Parks Board

Attachment: Memorandum dated 7/11/12 from Public Works to BOCC

Action Requested: Approval to dissolve Island County Parks Board.

Follow Up: Okay with full Board.

Roads

Subject/Description: 2012 Annual Construction Program (ACP) Revision

Attachment: Memorandum & Revised 2012 ACP

Action Requested: Approval of revisions to the 2012 ACP as presented by Bill Oakes.

Follow Up: Okay with full Board to move forward to the Board's July 23, 2012 Monday agenda.

Subject/Description: Revised 2012-2017 Transportation Improvement Program (TIP)

Attachment: Memorandums & revised TIP

Action Requested: Approval of revisions to the 2012-2017 TIP as presented by Bill Oakes.

Follow Up: Okay with full Board to move forward to the Board's July 23, 2012 Monday agenda.

Subject/Description: 2013-2018 Transportation Improvement Program (TIP)

Attachment: Memorandum, draft 2013-2018 Six Year TIP, maps

Action Requested: Bill Oakes reviewed the draft 2013-2018 Six Year Transportation Improvement Program with the Board.

Follow up: Okay with full Board to move forward for Planning Commission review prior to formal approval by the BOCC.

Subject/Description: 2013 – 2018 Capital Improvement Plan (CIP)

Attachment: Memorandum and draft CIP

Action Requested: Bill Oakes reviewed the draft list of projects for the 2013 6-Year Transportation Improvement Program with the Board. Steve Marx reviewed Parks projects.

Follow Up: Okay with full Board to move forward to Planning Commission prior to formal approval by the BOCC.

Subject/Description: 2013 Draft Annual Construction Plan (ACP)

Attachment: Memorandum and draft ACP

Action Requested: Bill Oakes reviewed the draft 2013 Annual Construction Plan with the Board.

Follow Up: Okay with full Board to move forward to Planning Commission prior to formal approval by the BOCC.

Subject/Description: Speed Limit Discussion – Polnell Road & West Camano Drive

Attachment: Memorandum dated 6/26/12 from Devin Joslin to BOCC

Action Requested: At the May 16, 2012 work session the engineering recommendation for both roads was to maintain the current 50 mph speed limit. The Board requested additional time to review the citizen concerns.

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Public Works retested the roads and has determined that the data does not support lowering the speed limit on West Camano Road. Public Works will forward a letter to the petitioners explaining the engineer's recommendation.

The Board received an additional petition from the Polnell Road community indicating that even with the additional work done to improve visibility the site distance at the two main intersections was not adequate. Bill indicated that another analysis of the site distance can be done and if it meets standards for advisory speed they can post the black on yellow advisory speed signs at the reduced speed limit.

Follow Up: Bill Oakes will bring the results of the site distance analysis to a future work session.

Public Works

Subject/Description: DEM – Grant Contract Extension E10-206

Attachment: none

Action Requested: Amendment F- State Homeland Security Grant Program (SHSGP) E1—206; Snohomish County; extension of performance period to August 31, 2012.

Follow Up: Approved at the Board's Monday, July 9, 2012 meeting.

Add-On

Subject/Description: Island County Bicycle Route Enhancements – Phase 2

Attachment: map showing proposed Bike Route and proposed shoulder improvements

Information: Applying for an enhancement grant for a South Whidbey bicycle loop.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, July 11, 2012 at 9:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record @01:41:06

Subject/Description: Job Requisitions

Attachment: none

Action Requested:

Planning & Community Development

- Planning Tech 1, C-7 – Replacement position – PT FTE – 20 hours/week #040/12

Follow up: Postponed awaiting additional information.

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Subject/Description: Personnel Policies & Procedures Manual review

Attachment: yes

Action Requested: Approval of revisions to ICC 1.30 Smoking in Island County Motor Vehicle and additions to Policy 2.01.081 Tobacco Products in order to comply with current law.

Follow up: Okay with full Board to move forward with changes to ICC 1.30. Bring back Policy 2.01.081 after WCIF Live Well Wellness Program presentation on July 18, 2012.

**Island County Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, July 11, 2012, at 10:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Present: Ana María d Nunez, Treasurer, Jill Smith

Others Present: Elaine Marlow, Budget Director

Record @01:55:15

Subject/Description: WSACT Conference recap: Legislative proposals

Attachment: none

Information: Ana María d Nunez briefed the Board on two legislative proposals being put forward by the Washington State Association of County Treasurers.

The first proposal clarifies the timing of when a Treasurer can begin to assess fees for properties at risk for foreclosure and the second concerns the refund levy that is allowed to all junior taxing districts, including current expense.

Subject/Description: Employee work hours/Budget adjustments: 2012

Attachment:

Action Requested: Approval to increase Jill Smith, Foreclosure Deputy, from 32 hours per week to 40 hours per week through 2012 and retain the front desk Administrative Assistant position through the end of the year. Ana María d Nunez indicated the Treasurer's office has sufficient funding capacity. A budget amendment will be required for the remainder of 2012.

Follow up: Okay with Board for the remainder of 2012 only.

**WSU / Extension Services
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, July 11, 2012, at 11:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

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Staff Present: Tim Lawrence, Director

Others Present: Elaine Marlow, Budget Director

Record @02:15:50

Subject/Description: General update on WSU Extension Programs

Attachment: none

Information:

- Global Campus Announcement
- Island County Economic Development Council was not selected by the Washington State Department of Commerce to receive the 2012 Local Technology Planning Team grant.

Subject/Description: Island County Noxious Weed Board

Attachment: none

Information: Currently there are two vacancies on the weed board in District 3 & 4. One application was received for District 4. ICC does not require following the ordinarily applicable procedure when filling mid-term vacancies. The BOCC can appoint a qualified person to fill the unexpired term.

Tim informed the Board that he will be discussing with the Noxious Weed Board at their July 19, 2012 meeting the need to find funding for insurance and liability costs of approximately \$1000.00.

Follow up: Bring vacancy forward to 7/18/12 work session.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, July 11, 2012, at 11:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Kerry Graves, Suzanne Turner

Others Present: Elaine Marlow, Budget Director

Record @02:33:47

Administration

Subject/Description: Emergency Use of Facilities – Memorandums of Understanding

Attachment: yes

Action Requested:

- Coupeville School District #204; Contract Period: 7/1/12-6/30/17; Contract # HD-13-12

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- South Whidbey School District #206; Contract Period: 7/1/12-6/30/17; Contract # HD-16-12
- Oak Harbor School District #201; Contract Period: 7/1/12-6/30/17; Contract # HD-15-12
- Trinity Lutheran Church; Contract Period: 7/1/12-6/30/17; Contract #HD-17-12
- Camano Senior & Community Center; Contract Period: 7/1/12-6/30/17; Contract #HD-14-12

Follow up: Okay with full Board to move forward for BOH signature.

Subject/Description: Department of Health 2012-2014 Consolidated Contract

Attachment: Contract No. C16886, Amendment No. 3

Action Requested: Contract adds \$37,957 to 5930 Public Health Funding, adds \$15.00 to the Recreational Shellfish/Biotxin Program, adds \$2000.00 to the DSHS SNAP-ED Program, adds \$6,332.00 to the Youth Tobacco Prevention Program, adds \$4985.00; Contract Period: 1/1/12-12/31/14; Contract No.

Follow up: Okay with full Board to move forward for BOH & BOCC signature following legal and risk review.

Environmental Health

Subject/Description: Agreement for Services – Island County Septic Inspection Intake & Referral Program

Attachment: Contract No. HD-18-12

Action Requested: Agreement between Island County Health Department and Opportunity Council for eligibility screening and referrals to low income or elderly applicants who may qualify for a free on-site sewage system evaluation; Contract Period: 3/1/12-6/30/13; Contract Amount: Not to exceed \$7,500.00.

Follow up: Okay with full Board to move forward for BOH & BOCC signature following legal and risk review.

Community & Family Health

Subject/Description: DSHS- Early Intervention Program (EIP)

Attachment: Contract No. 1263-56036

Action Requested: Early Intervention Program; Contract Period: 7/1/12-6/30/13; Contract Amount: \$15,260.00.

Follow up: Okay with full Board to move forward for BOH & BOCC signature following legal and risk review.

Subject/Description: DSHS – Early Family support Services (EFSS)

Attachment: Contract No. 1263-56040

Action Requested: Early Family Support Services; Contract Period: 7/1/12-6/30/13; Contract Amount: \$9,498.00.

Follow up: Okay with full Board to move forward for BOH & BOCC signature following legal and risk review.

Add-On

Subject/Description:

Attachment: none

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Information: Chris Leurkens, Lead Salmon Recovery Coordinator, has submitted his resignation.

Follow up: Keith will work with Human Resources on a job requisition.

Subject/Description: Community health assessment

Attachment: none

Information: Public Health staff and the Community Health Advisory Board (CHAB) have put together a 2nd draft of a community health assessment plan that Keith will be emailing to BOH members for their input.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, July 11, 2012, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Dave Jamieson, Deputy Prosecuting Attorney

Record @ 02:53:34

Subject/Description: Request by Island County Fair Association to lease Island County Fairgrounds and hold an area fair

Attachments: Draft lease and code revision

Action Requested: The Island County Fair Association requests that the County lease the Island County Fairgrounds to the Island County Fair Association. In order to lease the Fairground and hold an area fair, ICC 2.20A must be repealed.

Follow-up: Okay with full Board to move forward with lease and code revision.

Subject/Description: Proposal by City of Langley to partner with the County and Fair Association to improve existing RV park at county fairgrounds

Attachments: draft letter of support

Action Requested: The City of Langley will finance an initial feasibility study which would include a conceptual plan for the RV Park. The city, county and fair association would then enter into an Interlocal agreement to pursue funding to finance the improvements necessary. Future operations of the RV Park would be the responsibility of the Fair Association.

Follow-up: Okay with full Board to move letter of support forward to a Monday meeting.

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, July 11, 2012 at 1:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Others Present: Elaine Marlow, Budget Director, Mark Brown, Island County Sheriff

Record @03:13:01

Subject/Description: Consider vacancy on the Northwest Workforce Development Council

Attachments: yes

Action Requested: The Board considered applicant for the Northwest Workforce Development Council.

Follow up: Okay with full Board to move recommendation forward to the Board's Monday agenda.

Subject/Description: Consider vacancies on the Northwest Senior Services Advisory Board

Attachments: yes

Action Requested: The Board considered applicants for the Northwest Senior Services Advisory Board.

Follow up: Okay with full Board to move recommendation forward to the Board's Monday agenda.

Subject/Description: Resolution in the matter of supporting an amendment to the United States Constitution to Abolish Corporate Personhood

Attachments: yes

Action Requested: Move resolution forward to Monday's agenda.

Follow up: Okay with Commissioner Price Johnson and Commissioner Homola to move resolution forward to a Monday agenda. Commissioner Emerson recused herself.

Subject/Description: Letter of support to NWCAA for Sustainable Whidbey Coalition grant

Attachments: yes

Action Requested: Move letter of support forward.

Follow up: *Commissioner Homola moved to approve the letter of support to the NWCAA. The motion was seconded by Commissioner Price Johnson and carried with a vote of 2 to 1.*

Commissioner Emerson opposed the motion. Commissioner Emerson felt that the discussion should go before the Council of Governments (COG) prior to coming to the Board.

Subject/Description: Criminal justice sales tax

Attachments: Ltr dated 6/27/12 from Law & Justice Council to BOCC

Action Requested: The Island County Law & Justice Council is urging the Board of County Commissioners to pass a resolution allowing the voters of Island County to consider a criminal justice sales tax.

Follow up: Discussion only, no action taken.

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BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Kelly Emerson, Member

Angie Homola, Member

ATTEST:

Elaine Marlow, Clerk of the Board